

The Santa Fe Magistrate DWI Drug Court program is accepting letters of interest for the Compliance/Surveillance Monitor position. The contractor selected will provide supervision to ensure that the participants of the Santa Fe Magistrate DWI Drug Court program are compliant with the program requirements.

Minimum Qualifications and Scope of Work:

- High School Diploma or GED required.
- Previous law enforcement, corrections officer experience or reserve officer training preferred.
- Must possess a valid New Mexico Driver's License, with no prior DWI's, misdemeanors or felonies.
- Must have reliable transportation.
- Communicate effectively in English orally and in writing. Basic oral communication skills in Spanish preferred.
- Possess computer data base entry, and typing skills.
- Ability to handle stress and respond appropriately in stressful situations.
- Must provide and annually maintain bond certification.
- Must provide random surveillance nights, weekends, and holidays.
- Must be able to perform field visits to home, work, or school.
- Must participate in all DWI Court hearings.
- Must be able to attend trainings with some training possibly out-of-state.
- Must agree to collect oral, urine or breathe samples for drug and alcohol screenings.
- Other duties as required.

The CONTRACTOR shall provide the Santa Fe Magistrate DWI Court Program with a Certificate of Insurance for \$1,000,000 listing the Santa Fe Magistrate DWI Court program as an additional insured in connection with any action that may be taken against the CONTRACTOR in performance of work under this agreement. Contractor agrees to annually maintain bond certification in the amount of \$1,000,000 dollars.

Compensation under this contract will be approximately \$35,000. Letters of interest should contain all information requested; send all materials to the address listed below by close of business on September 30, 2015.

1. Name, street address, phone number, and email address.
 - a) A statement describing how you meet the minimum qualifications.
2. A statement demonstrating your background and experience in your field.
3. A proposed fee schedule.
4. A statement of availability to travel, if needed.

Addressed questions (between 8:00 and 5:00 weekdays) to:

Tamara Wheeler, DWI Drug Court Program Coordinator
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